

Name: \_\_\_\_\_

## Animal Care Assistant

### Directions:

Evaluate the student by entering the appropriate number to indicate the degree of competency.

### Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
- 1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance
- 2 Partial Demonstration** – met some of the knowledge or performance criteria with or without minor assistance
- 3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once
- 4 Performance Demonstrated** – met performance criteria without assistance at least once
- 5 Repetitive Demonstration** – met performance and/or knowledge criteria without assistance on multiple occasions
- 6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

☐ The student has successfully completed the Health Care Assistant Core Competencies.

0	1	2	3	4	5	6	A. Identify and apply professional behavior, ethical and legal standards, and roles and functions of animal care assistants	Notes:
							1. Identify the roles and responsibilities of veterinary team members.	
							2. Maintain professional work habits.	
							3. Apply ethical and legal principles to the veterinary field.	
							4. Maintain confidentiality.	
							5. Recognize local, state, and federal regulations that affect veterinary practice.	
							Other:	

0	1	2	3	4	5	6	B. Demonstrate professional interpersonal and communication skills	Notes:
							1. Communicate effectively with animal owners (clients) and coworkers.	
							2. Greet clients appropriately.	
							3. Use correct terminology and grammar when communicating with clients and coworkers.	
							4. Treat clients and coworkers with respect and courtesy.	
							5. Answer telephone properly.	
							6. Transfer calls.	
							7. Place caller on hold.	
							8. Take accurate telephone messages.	
							Other:	

0	1	2	3	4	5	6	C. Demonstrate basic office operation procedures	Notes:
							1. File alphabetically and numerically.	
							2. Complete identification band and cage card.	

								3. Maintain animal identification.	
								4. Use observation skills to assist with daily progress notes.	
								5. Assist with admitting animals into the clinic.	
								6. Assist with discharging animals from the clinic.	
								7. Clean, dust, restock, and straighten supplies.	
								8. Report low inventory.	
								Other:	

0	1	2	3	4	5	6	D. Properly identify common breeds of animals treated	Notes:
							1. Identify common breeds of animals treated.	
							2. Utilize species terminology appropriately.	
							Other:	

0	1	2	3	4	5	6	E. Explain and demonstrate infection control and occupational safety procedures	Notes:
							1. Identify types of hazardous materials.	
							2. Prepare hazardous materials for disposal.	
							3. Identify biohazard label.	
							4. Identify OSHA requirements pertinent to the veterinary practice.	
							5. Locate and read material safety data sheets (MSDS).	
							6. Maintain a safe environment for animals and workers.	
							7. Prevent disease transmission.	
							8. Maintain personal hygiene.	
							9. Follow clinic procedures for cleaning.	
							10. Handle antiseptics and disinfectants safely.	
							11. Clean and routinely check for cleanliness of exam room.	
							12. Clean and routinely check for cleanliness of surgical and treatment areas.	
							13. Clean, disinfect, and routinely check for cleanliness of floors and corridors.	
							14. Clean and routinely check for cleanliness of outdoor exercise areas and the parking lot.	
							15. Remove hair/debris from drain grate in bathtubs, and routinely check bathtubs for cleanliness.	
							16. Identify common zoonotic diseases.	
							17. Identify modes of transmission of zoonotic diseases.	

								18. Identify steps in preventing zoonotic diseases.	
								19. Identify diseases that require isolation or quarantine.	
								20. Implement isolation procedures.	
								21. Identify principles that influence animal behavior.	
								22. Recognize common warning signs of aggression.	
								23. Identify procedures for safely approaching animals.	
								Other:	

0	1	2	3	4	5	6	F. Demonstrate general animal care and recordkeeping procedures	Notes:
							1. Assist in restraining animals as directed.	
							2. Securely support the animal's body weight when lifting.	
							3. Identify potential routes of escape and take precautions.	
							4. Examine restraint devices for security.	
							5. Follow clinic procedures for walking and exercise animals.	
							6. Properly lift animals.	
							7. Walk and exercise animals.	
							8. Recognize and report changes in conditions.	
							9. Observe and report abnormal conditions.	
							10. Recognize worms (internal parasites) in stool.	
							11. Recognize the presences of external parasites.	
							12. Report observed parasites.	
							13. Clean and disinfect dog and cat compartments.	
							14. Clean and disinfect bird cages.	
							15. Clean and disinfect rodent and rabbit cages.	
							16. Clean and disinfect equine and food animal stalls.	
							17. Clean and disinfect feed and water containers.	
							18. Measure and deliver food as directed.	
							19. Monitor and replenish water supply.	
							20. Record appetites.	
							21. Recognize and follow NPO orders.	

								22. Weigh animals on a platform scale.	
								23. Weigh animals on a balance scale.	
								24. Weigh animals on an infant scale.	
								25. Weigh large animals using a weight measurement tape.	
								26. Weigh animals on a portable scale.	
								27. Record weight.	
								28. Prepare animal for bathing and dipping.	
								29. Bathe animal using prescribed shampoo or medication.	
								30. Identify and implement appropriate drying techniques.	
								31. Clean and disinfect tub.	
								32. Remove hair/debris from bathtub drain.	
								33. Follow safety precautions when using dips.	
								34. Apply dips as directed.	
								35. Recognize side effects of insecticide reaction.	
								Other:	

0	1	2	3	4	5	6	<b>G. Demonstrate clinical equipment/instrument maintenance, specimen handling, and bagging procedures</b>	<b>Notes:</b>
							1. Maintain and clean equipment and instruments.	
							2. Collect a fecal specimen.	
							3. Collect a voided urine specimen.	
							4. Label and store all types of specimen containers.	
							5. Bag and label animal according to instructions.	
							6. Store bagged animals appropriately.	
							Other:	